

PROCUREMENT SPECIALIST - OBJECTIVE POSITION SUMMARY

This is a professional procurement position under the general supervision of the Section Chief for the Enterprise Sourcing Section. The position is responsible for the development, management, and coordination of multi-million dollar, statewide contracts and service groupings, as well as assisting in the development of policies and procedures for purchasing personnel for all assigned commodity and service areas.

This position focuses on procurement and contract administration of complex and high risk services and changing commodities using the Request for Bid (RFB) or Request for Proposal (RFP) process. The specialist must be able to conduct and award bids and/or proposals; work independently, recognize bid flaws and correct them; respond knowledgeably to agency requests for contract information; monitor contractor compliance, and assure compliance with contract requirements. Responsibilities may include chairing statewide procurement committees for exploring bid strategies, specifications, and contract language. The position may be assigned to lead or participate in statewide task forces to resolve purchasing issues and participates in the development and presentation of training and outreach for state agencies and vendor groups. The position interacts with the Bureau's other Procurement Specialists and may, at times, interact with other external groups. The position may also assist in training purchasing personnel at all state agencies in assigned areas.

GOALS AND WORKER ACTIVITIES

45% A. DEVELOP AND MANAGE CONTRACTS FOR ASSIGNED COMMODITIES AND SERVICES

A1. Search for new approaches to procurement in assigned commodity areas by evaluating established contracts and new bid and proposal directions. Make recommendations for continuation or termination of current contracts and/or implementation of new contracts.

A2. Accurately establish agency purchasing needs and contract requirements through standards committees, questionnaires and other contacts with agencies to ensure cost effective contracts that provide the necessary quality of commodities and related services. As the procurement expert in the primary commodity and service areas, provide guidance to agencies on procurement procedures and guidelines to ensure sound procurement solicitations. Discuss with section chief and implement as directed.

A3. Manage contracts by assisting state agencies, campuses, and municipal users on the implementation, use, and terms of contracts. Develop a User's Guide for each contract that is accurate, clearly written, easy to understand, and contains all necessary information. Respond to agency requests for contract information and assistance in a timely, courteous, and helpful manner, paying particular attention to urgent requests for problem resolution. Provide prompt acknowledgment to the requestor while proceeding with the steps necessary to reach resolution.

A4. Assist in the development and presentation of training as requested.

A5. Establish effective working relationships with various stakeholders to understand industry market conditions, identify potential new vendors, and obtain other information important to preparing requests for bids and proposals. Under supervision of the section chief, organize and conduct vendor

conferences as appropriate, reply to vendor/proposer questions, and amend RFB and RFP specifications are required.

A6. Assist in developing the implementing policies to govern the procurement of goods and services in assigned areas by state agencies to improve purchasing efficiency and achieve statutory and policy goals.

A7. Using agency input and assistance where appropriate, prepare procurement contracts and amendments to instruct agency personnel on current products, vendors and ordering procedures, incorporating appropriate information for municipal purchasing participants. Issue amendments to contracts that are accurate, clearly written, and easy to understand. Section chief will review documents prior to being released. Assist in discussing and promoting new contracts through the State Agencies Purchasing Council (SAPC) and through VendorNet.

A8. Prepare procurement contracts and amendments that are accurate, clearly written, and easy to understand, and contain all necessary information with adequate lead-time to provide advance notification to agencies and municipal purchasing participants. The section chief reviews all documents before they are released. Assist in discussing and promoting new contracts.

A9. Under the general supervision of the section chief, negotiate renewals of contracts with any necessary revisions of terms as appropriate with input from agency users and in depth analysis of current market conditions.

20% B. MANAGE THE SOLICITATION PROCESS

B1. Develop high quality bid documents that include all requirements and that are clear, concise, easy to understand and responsive to agency needs. Solicitations will reflect industry standards and procurement best practices including measureable performance and contract monitoring standards. Consult with other experts as needed to develop procurement documents.

B2. Organize standards committees and assign tasks to agency personnel to assist in specification development, bid language, cost methodology and obtain section chief approval of documents before they are released.

B3. Conduct contract negotiations and, after following Bureau processes, award contracts in a fair and impartial manner.

15% C. MONITOR VENDOR PERFORMANCE, PERFORM ANALYSIS, AND DEVELOP REPORTS

C1. Review vendor reports and compare data to industry standards.

C2. Develop a data system to track performance.

C3. Analyze vendor performance, trends, and compare to benchmarks.

C4. Prepare reports and post information to State sites as required.

15% D. PROVIDE STAFF SUPPORT TO BUREAU AND STATEWIDE COMMITTEES, TASK GROUPS AND SPECIAL PROJECTS

D1. Participate in department and statewide task groups and/or provide ongoing staff support by furnishing reports and other information as requested.

D2. Participate in various work groups associated with the ongoing development and enhancement of VendorNet and other procurement improvement projects.

D3. Provide and maintain on VendorNet information related to assigned bids and contracts. Prepare bid synopses and other information as assigned.

D4. Provide procurement related information to vendors and other customers as needed.

5% E. CONDUCT OTHER DUTIES AS ASSIGNED

E1. Provide backup assistance to commodity areas assigned to other procurement specialists in the Bureau as needed.

E2. Perform assigned special projects thoroughly, thoughtfully and on time.

E3. Perform other tasks as needed.

Knowledge, Skills, and Abilities

1. Knowledge of state procurement laws, administrative code and state procurement policies and procedures
2. Public procurement experience
3. Knowledge of cost analysis methodology
4. Ability to establish effective working relationships with co-workers, the Bureau of Procurement and other State agencies
5. Strong computer skills
6. Professional communications, both written and verbal, including formal presentations
7. Skill in leading and facilitating teams/work groups
8. Excellent organizational skills and detail oriented
9. Effective interpersonal skills, including conflict resolution
10. Analytical and research skills